



C. How to blog



This is a guide on how to blog and sets out the detailed steps in posting or editing a blog. We strongly recommend that you read the 'How to Write Google Friendly content' guide and the 'How to Promote Yourself' guide alongside this guide

Step 1- Sign in and start

1. Sign into the network. Only members can post blogs.
2. On the menu bar, Click on blogs
3. In blogs press the button 'Add a post' 

Step 2 – Write your blog (See screenshot below)

1. Make a note of the Title, main subject matter and a rough outline of what you want to write about(especially the key words you want to include).
2. Complete the input screen (see below). Input the title and then the content.
 - To add **text-** type directly in the content box (see screenshot below)
 - To add a **Link**-Click on the link button (See below). Paste the link into the box and press '**Insert**'. The link will show in the content (in blue and underlined).
 - To add a **photo-** click on the Image button (see below). This will allow you to Browse the photos in your computer or insert the URL of any photo not in your computer memory. Remember that you need to have the right to publish a photo (usually a licence to use the photo).

Special note re Apple photos-Some photos taken on an Apple device (incl Iphone)are saved by Apple in a format which way cause your photos to go sideways. Please change the photo orientation before you add it to your blog content.



- **Videos-** First of all, go to YouTube and find the video you want to share. Go to the 'Share' heading in YouTube (just below the video -see YouTube Screenshot below) and copy the shortcut (highlighted in blue in the screenshot below).



C. How to blog

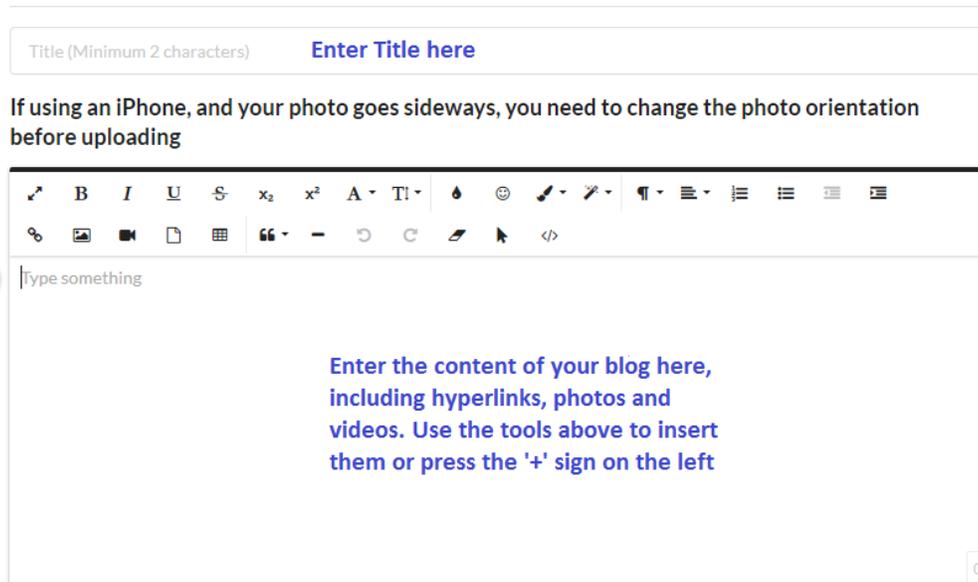
Screenshot from YouTube



Now Click the video button which will open a box for you to input the link .Paste the YouTube link into the box and press **'Insert'** .The video will now appear in the body of your blog.

Screenshot 1 from Add a blog post

Blogs - add a blog post



Step 3- Complete the blog (See screen shot below)

1. **Tags-** It is important to add tags to your blog since they help Google to identify what the blog is about and what search terms you would like to be found under. To find the appropriate tags, go through the content you have written and pull out the key words. Each time you add a new tag insert a comma. Make sure you only include tags that are **relevant** to what you have written about.



C. How to blog

- 2. Featured Photo-** It is usually a good idea to add a 'Featured Photo' to your blog. Click on the '**Featured photo**' bar on the right and change answer to '**Yes**'. Then go to **Browse** and choose the photo you want to use from your photos (in your phone, tablet or computer) and press enter. The name of the photo will appear beside the Browse button. Please do not post photos that are excessively large because there are size limitations in the network.
- 3. Access Level-** Choose between **Public** (default) or **Members**. If set to public, the blog will be visible in the network to members and non-members and will become visible in **Google**.
- 4. Add to Group-** If not adding to a group, no action required. If you are posting to one of your groups, click on the 'Add to Group' box on the right side and choose the group you want to post it to. You can only post to groups that you are a member of.
- 5. Post-** If no featured photo the blog is now posted. If a featured photo is present, you will be taken to a Photo Preview (see item 6 below)
- 6. Featured Photos-**If you have added a featured photo, you will also be presented with a 'Preview' screen where you can ensure that the photo is presenting correctly and edit the orientation if required (you can rotate right or left). This preview is required because photos taken with an Apple Device will often show on their sides. This enables you to edit the orientation before you publish your content.

Screenshot 2 from Add a blog post

The screenshot shows a form for adding a blog post. It includes a text input field at the top right with a '0' character. Below it is a 'Tags' section with a text input field containing 'tag1,tag2,tag3' and a blue prompt: 'Enter your tags here- Choose from the content you have written'. The 'Add featured photo?' section has a dropdown menu currently set to 'No' with a blue prompt: 'If you want to add a features photo- Change to 'Yes''. The 'Featured photo' section has a 'Browse...' button, the text 'No file selected.', and a blue prompt: 'Browse you photo, pick the one you want, and press enter'. The 'Access level' section has a dropdown menu set to 'Public (0)' with a blue prompt: 'Choose between Public or Members only'. The 'Add to group?' section has a dropdown menu set to 'No, do not' with a blue prompt: 'Decide if you want to add the blog to one of your groups'. At the bottom is a 'Post' button and a blue prompt: 'Once ready, click 'Post''.

Step 4 -Edit your Blog (If Required)

If you want to change anything in your blogs after it has been posted, you can use the following steps.

1. Sign into the network. Please note-Only members can edit their own blogs.



C. How to blog

2. On the menu bar, Click on blogs
3. Click on the Blog that you want to edit and open it.
4. You can choose between **'Edit this Post'** and **'Remove this Post'**

Edit this post

Remove this post

5. Clicking the **'Remove this Post'** button will delete the blog post in full. You will get the message on the screen saying **'Blog Post is now removed'**. The blog post is now fully deleted and cannot be recovered.
6. If you want to edit and click the **'Edit This Post'** button, you will be presented with the 'Edit your Blog Post' screen' (see screenshot below)
7. You can edit the following:
 - a. Change the Featured photo- Ensure that 'Change Featured Photo' is set to Yes. The 'Browse' your computer and select the new photo you want to use. Once you go to 'Save Changes' it will preview the Featured photo so that you can agree the orientation. Click **'Approve and Publish'** or use the Rotate Right or Rotate Left as required.
 - b. Change the text/ photo in the body of the post. You can edit the text in the body by directly inputting to the content box (see screen shot below). You can change the photo by highlighting the existing photo and deleting it. You can then insert a new photo as set out above.
 - c. Change the video in the body of the post. You can change the video by highlighting the existing video and deleting it. You can then insert a video as set out above.

Screenshot of 'Edit your blog post'

Edit your blog post

Change featured photo?

No

Choose your photo No file selected.

Group Test blog

I am writing this blog to test the Group sharing facilities

Tags